

- 2) Choose **Edit > Track Changes > Comment** on the Menu bar. The box shown in Figure 415 opens.
- 3) Edit the comment and click **OK**.

The automatically-added comment provided by Calc cannot be edited.

You can move through the comments by using the arrows at the bottom of the dialog.

Adding other (general) comments

Calc provides another type of comment, which authors and reviewers often use to exchange ideas or ask for suggestions.

To add a general comment:

- 1) Select the cell that the comment applies to.
- 2) Select **Insert > Comment** on the Menu bar, or right-click and select **Insert Comment** in the context menu, or press **Ctrl+Alt+C**. The box shown in Figure 417 appears.

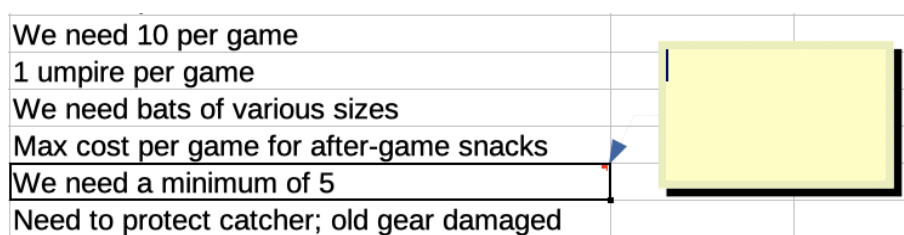


Figure 417: Inserting a comment

- 3) Type your comment in the box, then click outside the box to close it.

Now the cell to which you added the comment has a colored dot in the upper right-hand corner, as shown in Figure 418. It does not have a colored border, unless the cell was also changed.

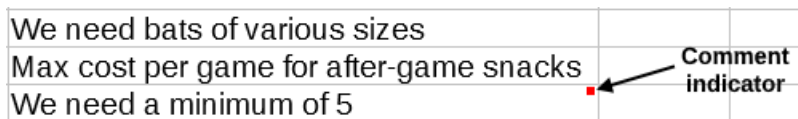


Figure 418: Colored dot in cell containing a comment

Tip

You can change the colors Calc uses for comments by selecting **Tools > Options > LibreOffice > Application Colors** and adjusting the color for *Notes background* in the *Spreadsheet* section.

To view the comment you just added, hover the mouse pointer over the cell that has a comment. The comment appears, as shown below.

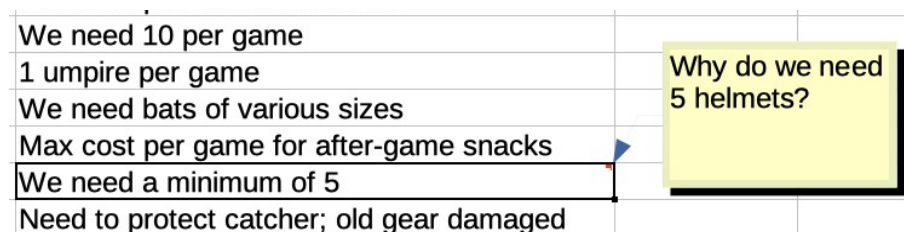


Figure 419: Viewing a comment